



SAMPLE IN-PROCESSING SCHEDULE



DAY ONE

TIME	CLASS	AGENCY	UNIFORM	LOCATION
0800-0810	RED CROSS	RED CROSS	DUTY	BLDG 166, RM 101
0810-0830	SLO/CYS	SLO	DUTY	BLDG 166, RM 101
0830-0855	CUSTOMS	US CUSTOMS	DUTY	BLDG 166, RM 101
0900-0950	AFTB/ACS PROGRAMS	ACS	DUTY	BLDG 166, RM 101
1000-1025	DPW BRIEF	DPW	DUTY	BLDG 166, RM 101
1030-1050	LEGAL	JAG	DUTY	BLDG 166, RM 101
1100-1130	ASAP	ASAP OFFICE	DUTY	BLDG 166, RM 101
1130-1255	LUNCH			
1300-1325	PMO	DES	DUTY	BLDG 166, RM 101
1330-1350	HEALTH/OCCUPATIONAL SAFETY HEALTH PROGRAMS		DUTY	BLDG 166, RM 101
1400-1415	LEGAL (Claims)	JAG	DUTY	BLDG 166, RM 101
1420-1445	EDUCATION	ED CENTER	DUTY	BLDG 166, RM 101
1455-1530	SAPRP (sexual assault prevention)	ACS	DUTY	BLDG 166, RM 101
1535-1550	COMMUNITY BANK	BANK	DUTY	BLDG 166, RM 101
1555-1605	SERVICE CR UNION	CREDIT UNION	DUTY	BLDG 166, RM 101
1610-1630	CHAPLAIN	CHAPLAIN OFFICE	DUTY	BLDG 166, RM 101
1630	RELEASED FOR THE DAY			

DAY TWO

0800-1130	CIF ISSUE	DOL	DUTY	BLDG 102
1130-1250	LUNCH			
1300-1700	FINANCE PLANNING1	ACS	DUTY	BLDG 166, RM 101
1705	RELEASED FOR THE DAY			

DAY THREE

0800-0840	FORCE PROTECTION	DPTMS	DUTY	BLDG 166, RM 101
0845-0900	OPSEC	DPTMS	DUTY	BLDG 166, RM 101
0900-0925	SAEDA	MI	DUTY	BLDG 166, RM 101
0930-1000	SAFETY	USAG	DUTY	BLDG 166, RM 101
1005-1025	FIRE SAFETY	FIRE MARSHALL	DUTY	BLDG 166, RM 101
1030-1130	EO/SEXUAL HARASSMENT	EOA	DUTY	BLDG 166, RM 101
1130-1255	LUNCH			DFAC
1300-UTC	MEDICAL/DENTAL IN-PROCESS	MEDICAL/DENTAL	DUTY	GRAF/VILSECK
TBD	RELEASED FOR THE DAY			

DAY FOUR

0745-1200	DRIVER ORIENTATION/DVR TEST	DOL	DUTY	BLDG 151
1200-1255	LUNCH			

SOLDIERS 18 TO 26 YEARS OLD MUST ATTEND INTERMEDIATE DRIVER'S TRAINING

1300-1520	INTERMEDIATE DRIVER'S TRNG	USAG SAFETY	DUTY	BLDG 166, RM 101
1530-1700	SUPERVISORS DRIVER'S TRNG	USAG SAFETY	DUTY	BLDG 166, RM 101
1ST & 3RD WED OF THE MONTH				
1530-1630	ADVANCED DRIVER'S TRNG	USAG SAFETY	DUTY	BLDG 166, RM 101
2ND & 4TH WED OF THE MONTH				
TBD	RELEASED FOR THE DAY			

DAY FIVE

0800-1200	FINANCIAL PLANNING 2	ACS	DUTY	BLDG 166, RM 101
(For First Term Enlisted Soldiers Only)				
1200-1300	LUNCH			DFAC
1300-1355	STD's	HEALTH NURSE	DUTY	BLDG 166, RM 101
1400-1425	RETENTION	RETENTION OFFICE	DUTY	BLDG 166, RM 101
1430-1500	DRUG & RAPE PREVENTION	CID	DUTY	BLDG 166, RM 101
1510-1530	MWR/BOSS	MWR	DUTY	BLDG 166, RM 101
1535-1605	FAMILY ADVOCACY PROGRAM	ACS	DUTY	BLDG 166, RM 101
1605-1625	WEEKEND SAFETY BRIEF	ITC	DUTY	BLDG 166, RM 101
1630	RELEASED FOR THE DAY			

WEEK TWO OF IN-PROCESSING IS GERMAN HEADSTART (SPOUSES ARE ENCOURAGED TO ATTEND)

DAY ONE TO DAY FIVE (WEEK TWO)

0800-1200	GERMAN LANG/CUSTOMS	GERMAN TEACHER	DUTY	GRAFENWOEHR
1200-1300	LUNCH			
1300-1700	GERMAN LANG/CUSTOMS	GERMAN TEACHER	DUTY	GRAFENWOEHR
1700	END OF IN-PROCESSING			

WHAT TO BRING TO DAY ONE OF IN-PROCESSING

YOU WILL NEED THE FOLLOWING DOCUMENTS ON DAY ONE OF IN-PROCESSING.

- ORDERS AND AMENDMENTS
- DA 31 (LEAVE FORM)
- PLANE TICKERS/TRAVEL ENVELOPE FROM FINANCE
- POV SHIPMENT DOCUMENT
- QUARTERS TERMINATION MEMO
- VOIDED BANK CHECK, LES, DIRECT DEPOSIT FORM
- BRING FAMILY MEMBER'S SOCIAL SECURITY NUMBERS (FOR TRICARE ENROLLMENT)
- BRING THE ADDRESS OF YOUR QUARTERS OR BARRACKS
- BRING THE MILITARY PERSONNEL FILE DOCUMENTS (WITH DD93/SGLV, ETC) **DO NOT TURN THE FILE INTO YOUR UNIT BEFORE YOU INPROCESS THE PERSONNEL SECTION AT BLDG 215 ON DAY 2.**
- ALL TRAVEL RELATED RECEIPTS FOR FINANCE IN-PROCESSING.

DUTY UNIFORM: ACU

IMPORTANT NOTE: HAND CARRY CHILDREN'S SCHOOL RECORDS AND ALL MEDICAL RECORDS WITH YOU ON THE AIRPLANE. DO NOT PACK THESE ITEMS IN YOUR HOUSEHOLD GOODS.